

MINUTES OF BOARD OF DIRECTORS' MEETING
HELD OCTOBER 26, 1961 at 6 P.M. at YM-YWCA

Present were: Mr. Hardin	Mrs. Lynn
Dr. Wood	Mr. Feuerstein
Miss Voigt	Mr. Arentz
Mr. Williams	Mr. Geaney
Mr. Sterling	Father Berry
Mr. Schein	Mr. Jones
Mr. Wilson	Mrs. Rosenberg
Mr. Ellis	

From Staff: Mr. Kilduff

Minutes of last Board Meeting were accepted as sent.

TREASURER'S REPORT

In the absence of Mr. Cooper, the Treasurer's Report was presented by Mr. Hardin. The report showed that in the first nine months of the year ending September 30, 1961 Disbursements were \$68,043.59 - Receipts \$60,260.38 - Disbursements in Excess of Receipts \$7,738.21. The Treasurer's Report was accepted as presented.

BUDGET REQUEST FOR 1962

The Budget for the operation of the agency for the calendar year beginning January 1, 1962 to December 31, 1962 was presented to the Board for their approval. Estimated Expenditures for the year 1962 will be \$108,593.00 - Estimated Income \$18,355.00 - Deficit \$90,238.00. The request to the Welfare Federation for financial support for 1962 will be \$90,238.00. The Board reviewed all the items related to estimated income and expenditures and, after thoughtful consideration, unanimously approved and adopted the Budget of \$108,593.00 for the year 1962.

REPORT OF FINANCE COMMITTEE

Mr. Williams reported that on October 4, 1961 the Investment Advisory Group recommended to the Finance Committee no changes be made in our portfolio but suggested, in regard to taking care of the financial needs of the agency through December 31, 1961, 3,000 bonds Con. Gas & Electric L/PB 2 7/8-81 be sold. At the Finance Committee Meeting held prior to the Board Meeting, the Finance Committee approved unanimously this change in our portfolio. The Finance Committee also went over the stocks and bonds of the agency and agreed, that Mr. Williams should meet again in the next few weeks with the Investment Advisors to discuss a possible revision in our stock portfolio that would reflect a re-adjustment in our present holdings, which could broaden the base and have more diversification. The report of the Finance Committee was accepted as presented by Mr. Williams.

REPORT OF PERSONNEL PRACTICES COMMITTEE

Mr. Sterling, Chairman of the Personnel Practices Committee reported that the Personnel Practices Committee met on October 19, 1961 and discussed the following topics:

- 1) Mrs. Turpin's retirement
- 2) Review Personnel Practices as they now stand
- 3) Allowance for Executive in the use of his car for business
- 4) Present wage scale of the agency

The Executive Secretary informed the Personnel Practices Committee that Mrs. Turpin, on September 21, reached age 65 and according to the Personnel Practices, a person reaching age 65 in any year must retire on the last day of the calendar year. The Executive Secretary discussed the accrued vacation that would be due Mrs. Turpin as of December 31, which would amount to about 16 calendar days. Two choices are open - Mrs. Turpin could be placed on terminal leave the last 16 days beginning with December 14, so that as of December 31 no money would be outstanding or due her - or - she could work up to the 31st of December and any accrued vacation would be paid to her at this time. After discussion, the Personnel Practices Committee felt that the decision rests with the Executive Secretary as to how this should be done. It was optional on his part.

A copy of the Personnel Practices was given to all members of the Committee and the Committee was informed that an addendum had been added - Job Classification - but in a previous Personnel Practices Committee Meeting the Committee voted unanimously not to make the Job Classification a part of Personnel Practices. The last revision of Personnel Practices took place October 27, 1960, and at present there needs to be no further revision.

The Executive Secretary brought to the attention of the Committee that since he has been with the agency, he recently had to purchase his third car. Most of the mileage put on his previous cars was done in the direct line of work and service to the Bureau. The last car he just turned in was a little over 3 years of age and had gone about 62,000 miles. He estimated that about 38 or 39,000 was accumulated in work directly connected with the Bureau. It was his suggestion that some small remuneration be given to take care of the depreciation and replacement of the car that would include also the purchase of gas and oil. After discussion by the Personnel Practices Committee, it was their unanimous opinion that a car expense allowance of \$40 a month, to take care of depreciation and repairs and gas and oil, but not to include parking and tolls, be proposed to the Board for their approval.

The salary scale of the agency was reviewed and the Executive Secretary suggested that the maximum base be raised to coincide with the suggested salary scale recently released by Family Service Association of America. The Committee, after thoughtful discussion, asked the Executive Secretary to review the changes that have been made in the salary scale over the past 5 years and to ascertain from neighboring agencies what the present salary scales, both minimum and maximum, are now being paid in our area.

Mr. Sterling stated that the action taken by the Personnel Practices Committee at this meeting required no Board approval with the exception of the recommendations made by the Committee in regard to a car allowance of \$40 a month for the Executive. The Board discussed this at length and after careful consideration, Mr. Ellis moved that an allocation, the sum of \$40 a month, be paid to the Executive Director for the use of his car in carrying out the business of the agency, as a partial remuneration towards repairs, depreciation, gas

and oil, but not including parking and tolls. It was further suggested that for the next 12 month period it might be propitious for the Executive to keep an account of actual miles travelled on agency business, for the purpose of ascertaining whether this figure reflected a reasonable reimbursement or not for service rendered to the agency while using his own car.

REPORT OF CASE COMMITTEE

In the absence of Dr. Paddock, the report of the Case Committee held on October 10th was presented to the Board by Mr. Kilduff. The client who appeared before the meeting told the Case Committee the following story:

Mrs. A. came to our agency on the recommendation of her lawyer. She had been married for 10 months and was thinking of divorce. There seemed almost no marriage to save. They both worked, there was little talking, lots of fighting and Mr. A. spent all his free time practicing on his guitar. Mrs. A. wanted to buy a house and Mr. A. was disinterested. Neither wanted children because of their poor relationship. Mrs. A's mother was against the marriage in the first place, was eager to welcome her home alone.

Mr. A. participated briefly but Mrs. A. continued in spite of her feeling it was all his fault. She felt she had to grow up and face her problems. First she had to overcome her fear of driving to Newark. Then she began to recognize how much she whined and complained, how tied she was to her mother and how she tended to drive her husband to his guitar. As she began to be less childish and demanding and more understanding, her husband became more willing to please her. She had just begun making their apartment into a real home when her husband decided to buy a house. The proof that she was really growing up is they bought the house her husband liked, not the one her mother wanted.

Mrs. A. continued for many months after she and her husband were getting along well. She then began talking about her desire to have a child and her fear of pain, doctors, hospitals and being a "bad parent." In April 1961, after 2 years of counseling, we decided together she was ready to terminate. It was understood she would appear later at Case Committee. Mrs. A. arrived on October 10th in maternity clothes. This was her "surprise" for us. Mrs. A. handled her fears about pregnancy with her obstetrician in a very mature way. Now she and her husband are both happy and confident they will be good parents.

The Case Committee was impressed with the work being done by the staff of the Bureau, as illustrated by the client, in helping her to recognize and solve her problems.

BIENNIAL CONFERENCE F.S.A.A.

The Board was asked if they would make an effort to attend the Biennial Conference of F.S.A.A. which would be held at the Commodore Hotel. Mr. Williams is on the Biennial Conference Committee and Mr. Geaney on Local Arrangements Committee. At present many members of the Board are going, but all are urged to attend the Board Cocktail Party that is being given by Mr. Storey, President of F.S.A.A. for Board Members and their spouses on Tuesday, November 14 from 5 to 7 p.m., following which will be the Biennial Dinner.

AGENCY REPORT

Mr. Kilduff gave the Agency Report for the first 9 months as follows:

Number of applications (families) in September 1961	85
Number of applications (families) first 9 months	633
Average number of cases (families) open per month	266

Sources of Referral

Personal	220
Former contact	64
Friend, relative, etc.	63
Doctors	25
Clergy	7
Lawyers	4
Employers	15
Publicity	12
Courts, Probation Department	63
Dept. Child Guidance, Schools, Board of Education	41
Board Members	1
Other agencies, hospitals, clinics	<u>118</u>
	633

OTHER BUSINESS

Mr. Kilduff informed the Board that Miss Maria Corlotta Franco will be joining the staff on Monday, November 13. She is a Guatemalan by birth, and comes with considerable experience to the agency. She holds Master's degrees in Education from Hunter College and in Social Work from Boston University School of Social Work. She has had considerable experience in the field and comes to us from a Child Guidance Clinic in New York. She will be an excellent addition to our staff. She is replacing Mr. Woodman who left our agency recently to assume the position of Director of Family Counseling Service of Bergen County.

The next meeting of the Board will take place on the 5th Thursday of November - November 30. The Board agreed that this meeting should serve as the November-December Board Meeting. All members should mark their calendar on receiving these minutes so that they will be present at the November-December Meeting.

Edward V. Kilduff
Executive Secretary